



Fact Sheet

QEDSOA 93758 – Food and Tuckshop Supplies

Background

The Queensland Government and Department of Education (DoE) through its educational facilities and P&C Associations has a sizeable demand for food, beverages, packaging and other tuckshop related supplies.

The aim of establishing this Standing Offer Arrangement (SOA) for supply of these goods is to create cost savings for customers through discounted pricing and reduced administrative burden, whilst facilitating compliance with the State Procurement Policy and Smart Choices - Healthy Food and Drink Supply Strategy for Queensland Schools.

This SOA is not mandatory, however it is strongly recommended that schools engage suppliers under this SOA. Please note that this SOA replaces DETE 101160 Food, groceries and food related packaging.

Term

The SOA commenced in July 2019 with an initial term until 18 July 2022 with three (3) by twelve (12) month extensions, at the discretion of the DoE.

What are the Benefits of Using this SOA?

- **Save Money** – Some pre-negotiated discounts and pricing structures for commonly purchased products.
- **Save Time** – As Terms and Conditions such as Food Acts/Standards, Smart Choices and Price and Payment terms are already established, quotes only need to be sought to confirm price and ensure availability.
- **Reduce Your Risk** – SOA's are governed by the Government Standard Terms and Conditions to protect the buyer and ensures purchasing from ethical suppliers.

What can I buy?

There are seven categories of food and tuckshop supplies applicable under this arrangement, including:

1: Dairy Products and Beverages

Plain milk products, flavoured milk products, cream, yoghurt products, custard, cheese, butter, margarine and other dairy products.

2: Dry Goods

Flour, legumes, whole grains, cereals, sugar, dried beans, rice, pasta, herbs, spices, oats, canned goods, rice and/or corn crackers, crispbreads and other dry food products.

3: Fresh Food

Fruit and vegetables (fresh and processed); Fresh meat and game, including but not limited to beef, veal, pork, lamb and kangaroo; fresh poultry, including chicken, duck, turkey and eggs; fresh seafood, including white fish (whole and fillets), dark/oily fish (whole and fillets), squid, bugs, scallops, mussels, crab and prawns (whole and processed); specialised delicatessen items.

4: Bakery Products
Bakery products including but not limited to bread, French loaves, specialty breads, and assorted cakes and slices.
5: Frozen Food
Frozen meat and game, including but not limited to beef, veal, pork, lamb and kangaroo; frozen poultry, including chicken, duck, and turkey; frozen seafood, including white fish (whole and fillets), dark/oily fish (whole and fillets), squid, bugs, scallops, mussels, crab and prawns (whole and processed); and, frozen fruit and vegetables.
6: Food Packaging
Wrapping paper, containers, trays, cake boxes, aluminium foil, baking paper, sandwich bags, cling wrap and other packaging items used in the preparation, cooking and serving of food.
7: Prepared Meals
Complete fresh or frozen meals which are already prepared and can be served fresh or require limited preparation (i.e. heating) before serving.

Who can use this arrangement?

The objective of this arrangement will be the supply of food and tuckshop supplies to the following customers:

- ❖ Queensland state schools
- ❖ Queensland non-state schools
- ❖ Queensland School Parent and Citizens associations (both State and non-State sector)
- ❖ other Queensland departments or agencies
- ❖ Queensland Government bodies
- ❖ non-government organisations
- ❖ other Commonwealth, State or Territory departments, agencies or bodies
- ❖ suppliers to the Principal or other customer that need to access this SOA in order to meet its obligations under another contract with the Principal or customer.

How many quotes are required?

Estimated total cost threshold (ex GST)	Minimum quote requirements
Up to \$5,000	1 quote
\$5,001 - \$20,000	2 written quotes
\$20,001 - \$100,000	3 written quotes
\$100,001 - \$500,000	3 - 5 written quotes (mix of small/medium and large enterprises and indigenous if applicable).
Over \$500,000	Complete a SOA Sourcing Strategy form (DOCX, 222KB) and email it to Procurement.GGS@qed.qld.gov.au for approval prior to requesting quotes.

For small one off quotes an email including a list of required goods, stating the SOA number and the required delivery date is sufficient. For long term, recurring and high value orders, customers should complete the standard quote and evaluation process.

For further information relating to price lists, discount and templates to assist with this process are located on OnePortal. Please see your school Business Manager for assistance in accessing this information.

Below is an overview of the steps to take when requesting quotes and placing an order.

Step	Details
Step 1: One-off or fixed term (long term engagement) order	Determine if the order is a one off purchase or a fixed term order (an order for the replenishment of inventory items sent periodically or for a fixed time interval).
Step 2: Review supplier(s), products and prices	<p>Customers are to review the <u>supplier matrix (XLSX, *</u> for suppliers that are eligible to supply under the category and region of supply that suits their needs. Review supplier prices and/or discount structure and available products. under the supplier details and pricing section on this page.</p> <p>Review Supplier specific terms and conditions for any additional discounts and value adds.</p> <ul style="list-style-type: none"> ❖ For a copy of the Supplier Matrix, please ask your School's Business Manager to help you gain access to the document through the Department's One Portal Internal Site. (Procurement Pages)
Step 3: Request a quote(s):	<p>For one-off and fixed terms quotes, customers can contact their selected supplier(s) following the minimum quote requirements to request a quotation. Customers must provide the following minimum information:</p> <ul style="list-style-type: none"> • customer details (name and contact details) • customer requirements (product detail and quantities) • site/delivery address • delivery requirements • the arrangement number QEDSOA 93758.
Step 4: Place your order.	<p>Ordering methods include:</p> <ul style="list-style-type: none"> ❖ for one-off purchases (where applicable) <ul style="list-style-type: none"> ○ telephone ○ fax ○ email ○ purchase order ❖ for fixed term orders, customers must complete and send QED-93758 Schedule A - contract schedule to their selected supplier. ❖ For a copy of the Schedule A, please ask your School's Business Manager to help you gain access to the document through Department's One Portal Internal Site. (Procurement Pages)
Step 5: Payment methods	<ul style="list-style-type: none"> • credit card • electronic funds transfer • cheque

Supplier details

For Suppliers pricing, please ask your School's Business Manager to help you gain access to the documents through the Department's One Portal Internal Site (Procurement Pages)

Supplier	Categories	Region of Supply
Bakehouse13 Chris Mizzi Phone: 0403 181 543 Email: bakehouse13@gmail.com	Bakery products	Metropolitan, South East QLD, North Coast, Darling Downs South West
Bernies Pie Shoppe Carmel Clifton Phone: (07) 4926 1047 Email: admin@berinespies.com.au	Bakery products	Central QLD
Bidfood Michelle Stanley National Sales Manager - Education Phone: 0482 110 581 or (07) 3078 4888 Email:Michelle.Stanley@bidfood.com.au	Dairy products and beverages Dry goods Fresh food Bakery products Frozen food Food packaging Prepared meals	All
First Food Co Karen Perks Phone: 0484 307 724 Email: karen@firstfoodco.com.au	Dairy products and beverages Dry goods Fresh food Bakery products Frozen food	All
Homestyle Bakeries Brett Pascoe Phone: (07) 4687 5000 Email: brett@homestylebake.com.au	Fresh food Bakery products Prepared meals	Metropolitan, South East QLD, North Coast, Darling Downs South West
Max Stocks Russell Fisher Phone: (07) 4035 3911 or 0439 724 580 Email: russell@maxstocks.com.au	Dairy products and beverages Dry goods Fresh food Bakery products Frozen food Food packaging Prepared meals	North QLD, Far North QLD
Parmalat Sharron Flannery Phone: 0438 848 539 Email: sharron.flannery@parmalat.com.au	Dairy products and beverages	All
Peters Ice Cream Michelle Terblanche Phone: 0447 668 035 Email: michelle.terblanche@peters.com.au	Frozen food	All
PFD Food Services Deb Farley Phone: 0418 886 982 Email: dfarley@pfdfoods.com.au	Dairy products and beverages Dry goods Fresh food Bakery products Frozen food	All

Supplier	Categories	Region of Supply
	Food packaging Prepared meals	
Provincial Distributors Jackie Eliss Phone: (07) 4634 0111 or 0417 340 111 Email: jackie@provincialdistributors.com.au	Dairy products and beverages Dry goods Bakery products Frozen food Food packaging Prepared meals	South East QLD, Darling Downs South West
Vegies Unlimited Stephen Schmidt Phone: (07) 4952 1460 Email: vegies@bigpond.net.au	Fresh food	Central QLD
Wilson's Farm Fresh Fruit & Veg Daryl Wilson Phone: 0419 029 797 Email: darly@wilsonsfarms.com	Fresh food Food packaging Prepared meals	Central QLD

For further information or to report problems or issues with the supplier or general purchasing advice:

Procurement Services Branch | Tel: 13000366 612 Option 4 | Email: Procurement.ggs@qed.qld.gov.au